

Process COD Responses to FMS

Scope

This procedure processes the COD responses to FMS.

System References

N/A

Policy

N/A

Responsibility

SFA CODX SuperUser

Distribution

N/A

Ownership

N/A

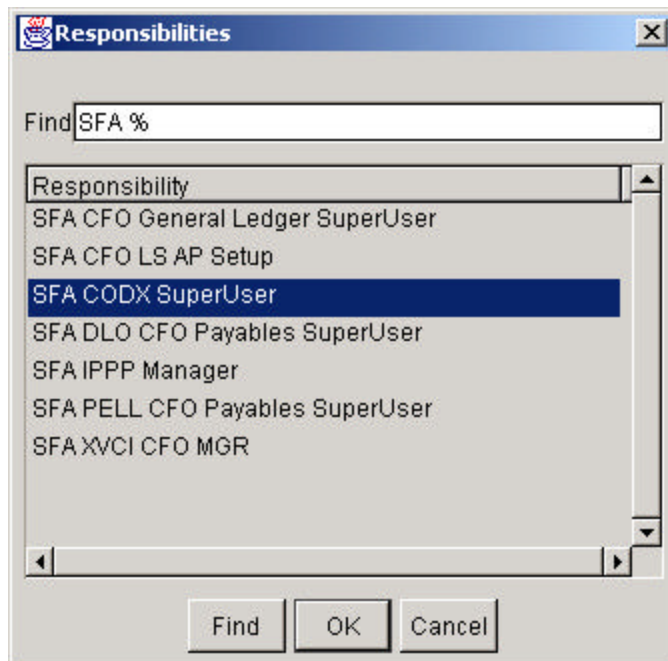
Activity Preface

The procedure steps below describe how to process COD responses to FSA FMS. FMS users perform this procedure in concert with the following procedures:

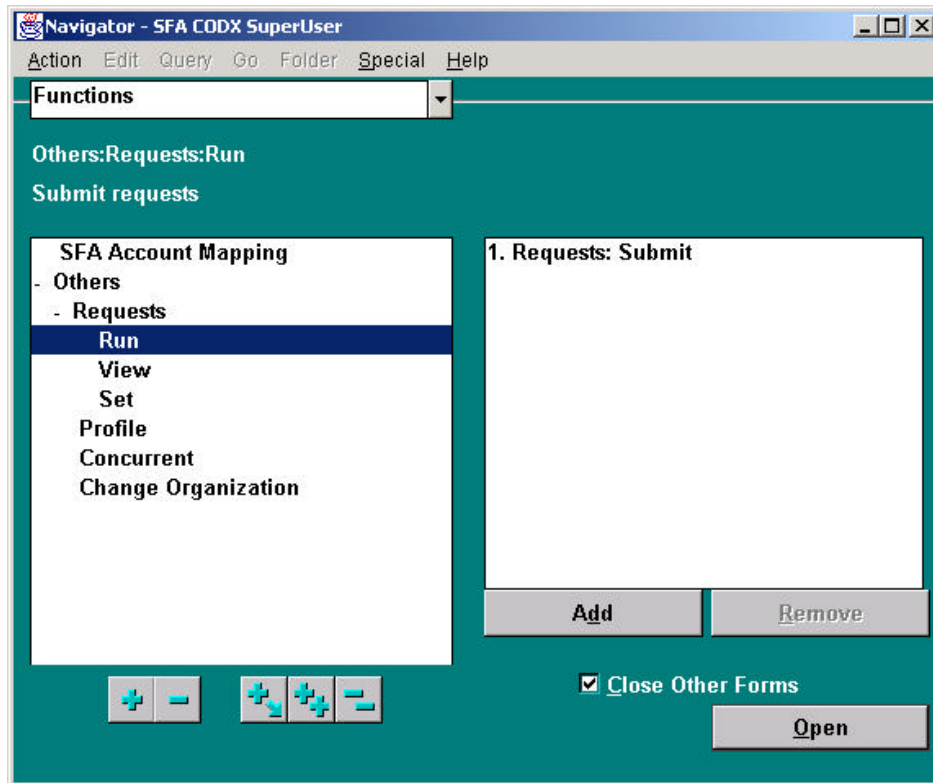
1. Load COD Transactions into FMS
2. Send FSA FMS Responses to COD
3. Process COD Responses to FSA FMS (documented in this procedure)
4. Create COD Invoices in FMS
5. Approve COD Invoices in FMS
6. Transfer Payables to GL
7. Create Journals in GL for AP Transactions
8. Load GAPS to FSA FMS Transactions
9. Send GAPS Transactions to COD
10. Review and Post Journals

SFA CODX SuperUser

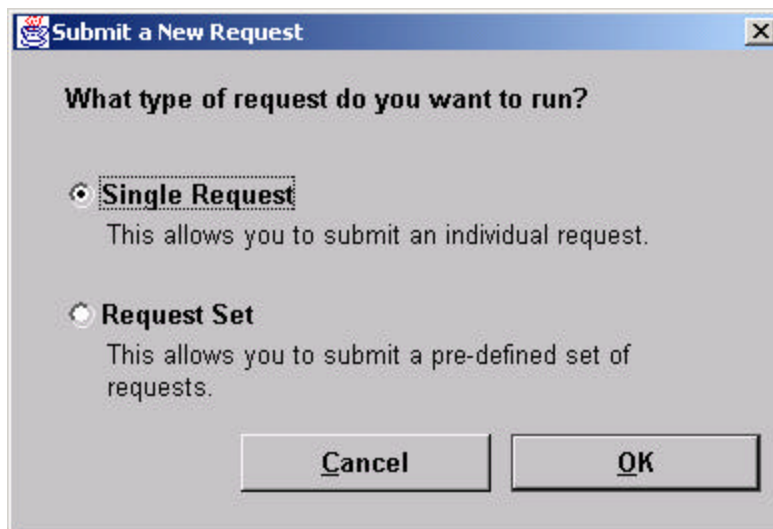
1. Sign onto FMS. The Responsibilities window appears if you have more than one responsibility attached to your Oracle username.




2. From the “Responsibilities” window, Select the **SFA CODX SuperUser** responsibility. The “Navigator” Window appears.



3. Double-click **Other**. The Other sub-menu appears.
4. Double-Click **Requests** and Click **Run**. The “Submit a New Request” window appears.



5. Click the Single Request radio button.
6. Click the **OK** button. The “Submit Request” window appears.

7. Click the **List of Values**  icon on the “Submit Request” window to select from a list of valid values for the **Request Name** field. The “Reports” window appears.

Name	Application
SFA CODX Load Trans Out Table from GL Process Program	SFA COD
SFA FMS COD AP Transition Table Report	SFA COD
SFA FMS COD AR Transition Table Report	SFA COD
SFA FMS COD GL Transition Table Report	SFA COD
SFA FMS COD Inbound Response	SFA COD
SFA FMS COD Outbound Financial Transactions	SFA COD
SFA FMS COD Outbound Response	SFA COD
SFA FMS COD to FMS Transaction Detail Report	SFA COD
SFA FMS COD to FMS Transaction Error Report	SFA COD
SFA FMS COD to FMS Transaction Summary Report	SFA COD
SFA FMS COD to GL/AP/AR	SFA COD
SFA FMS GAPS File to COD	SFA COD
SFA FMS to COD Transaction Detail Report	SFA COD

8. Select “SFA FMS COD Inbound Response” request name and click the **OK** button. The “Submit Request” window appears.

Submit Request

Action Edit Query Go Filter Special Help

Run this Request...

Request Name: SFA FMS COD Inbound Response

Parameters:

Language: American English

At these Times...

As Soon As Possible

Schedule...

Upon Completion...

☒ Save all Output Files

Notify:

Print To: TEST2

Completion Options...

Copy a Prior Request... Cancel Submit Request

9. Click the **Submit Request** button. The “Requests” window appears.

Requests

Action Edit Query Go Filter Special Help

Refresh Data Find Requests Submit a New Request...

Request ID	Name	Parent	Phase	Status	Parameters
215729	SFA FMS COD Inbound R		Completed	Normal	
215727	SFA FMS COD Outbound		Completed	Normal	
215725	Check Periodic Alert		Completed	Normal	20011, 100184, A
215724	SFA IPPP File FTP Progr		Completed	Normal	IPPPOUT, plq120020425003.out, 165
215723	Check Periodic Alert		Completed	Normal	20008, 100182, A
215722	IPPP GL TO GAPS INTERI		Completed	Normal	Common Origination and Disburse
215721	SFA IPPP File FTP Progr		Completed	Normal	IPPPOUT, dlo120020425002.ex, 1
215720	Check Periodic Alert		Completed	Normal	20008, 100182, A
215719	Journal Import		Completed	Normal	33395, 1, N, , N, O
215718	IPPP GL TO GAPS INTERI		Completed	Normal	Common Origination and Disburse

Hide Request View Details... View Output

Cancel Request Diagnostics View Log...

10. Click the **Refresh Data** button to update the information on this window. This window displays the **Phase** and **Status** of your report request. The Phases are: Pending, Running, and Completed. The Statuses are: Normal and Error. You may need to click the **Refresh Data** button multiple times until the request is completed.

-OR-

11. While the data is being refreshed, you can minimize the “Requests” window and open the “Navigator” window to work on other tasks. In

order to check on the progress of your requests, maximize the “Requests” window to view the Phase and Status.

12. Once the Request is completed, click the **View Log** button to verify that the Request processed successfully. View output and log reports to manage and monitor data and identify details on any errors.

FYI: There is one request that runs automatically when running this process. These requests generate the following log reports, which are helpful for monitoring the process:

- **SFA FMS COD Inbound Response**– describes the processes and what happened (successes and errors). Click on “View Log” to view any processing errors.

End of activity.